
Student Name (print)

ID

Before You Drop a Course Checklist

Click here to access the [Add / Drop Form](#). Complete it online and then print.

COMPLETE THIS CHECKLIST BEFORE MEETING WITH AN ADVISOR.

Once your BearWeb Add/Drop access is closed each semester, a course is not considered officially dropped until you deliver your "Add /Drop" form to the Office of the Registrar on the third floor of Robinson Tower and wait there until it has been processed. You must attend class regularly until that time. Adding a class back into your schedule after it has been dropped is not always possible – the class may be full or the last day to add may have passed.

An advisor's signature is required on the "Add/Drop" form within specific dates each semester during the "W" drop period. Go to BearWeb for your advisor's contact information. It is important for you to understand the implications of dropping a class and whether dropping is the best action for your situation. Review and be prepared to answer the questions below before you meet with the advisor. You may also need to talk to your parents, your financial aid counselor, or the professor of the class before you can answer these questions. An advisor may require you to get your professor's signature before approving the "Add/Drop" form. Additionally, an advisor may recommend that dropping a class is not the appropriate action by writing "AAA" (Against Advisor's Advice) on all documentation.

1. Why are you dropping the course(s)? Check all that apply to your situation:

- Enrolled in too many hours initially
- Change in life circumstance (Health, personal crisis, work obligations)
- Poor academic performance in course
- Changed major, so no longer need this course
- Other (Please explain)

2. Summer 2017 is the last term a student may take a course with a W notation at another school.

The new Course Repeat policy takes effective Fall 2017. To read the new policy, go to www.baylor.edu/registrar/index.php?id=935642.

3. If the drop will put you below 12 hours of registered coursework, then initial all that apply to your situation.

By initialing, you acknowledge that you have explored the effects of dropping below 12 hours on the requirements below.

- a. Do you live in a residence hall?
Students who drop below 12 hours, provided no other requirements for full-time status apply, must sign a form in Campus Living and Learning and leave it on file for the semester in that office – Penland Hall, 1110 S. 5th.
- b. Do you have a scholarship or any type of financial aid?
Dropping a class could affect your financial aid. Please contact the Student Financial Aid Office at Financial_Aid@baylor.edu to determine your options.
- c. Are you at Baylor on an F-1 or J-1 Visa? If so, you must maintain an active minimum course load of 12 hours each semester. Dropping below 12 hours could render you out of status with the U.S. Immigration and Customs Enforcement Office (ICE). Please contact the Baylor International Student and Scholar Services Office before dropping courses.
- d. Do you receive VA benefits? If so, you must be enrolled in a minimum of 12 applicable degree hours or your benefit payments may be reduced.

_____ e. Are you a member of a fraternity/sorority, club, or any other campus organization?
It is your responsibility to follow course enrollment requirements of the organization.

_____ f. Do you or your parent/guardian have insurance that requires minimum course enrollment?

3. For ALL students wishing to drop a course: Initial that you have completed the following areas and understand the possible consequences of dropping a course.

_____ a. I have reviewed the refund schedule and drop/add fee listed on the Baylor website at <http://www.baylor.edu/sfs/droprefunds>.

_____ b. I have discussed the Satisfactory Academic Progress policy with a Financial Aid representative. You can contact the Student Financial Aid office at 254.710.2611.

You must remain in full time status and **successfully** complete 75% of the courses you are enrolled in beginning the 12th class day of the semester in order to remain eligible for financial aid. Please visit www.baylor.edu/sfs/sap for details concerning the Satisfactory Academic Progress policy.

_____ c. I am in a pre-professional program such as one of the prehealth options or prelaw and have reviewed the information at:

Prehealth: www.baylor.edu/university_advisement/dropprehealth

Prelaw: www.baylor.edu/prelaw/b4udrop

_____ d. I have demonstrated full engagement in the class by: (Initial all actions you have taken.)

_____ 1. Discussed the difficulty you are having in the course with your professor.

_____ 2. Attended tutoring and/or SI. Check into tutoring on the **Paul L. Foster Success Center** website. www.baylor.edu/tutoring

_____ 3. Recorded the amount of study time you are budgeting. (How does it compare to the difficulty of the class? Have you made some adjustments? Is your study time actually quality time?)

_____ 4. Worked with a study partner or study group.

Professor's signature: _____
If required by advisor for decision on drop **Grade** **Date**

Student's signature: _____
I have read and understood the "Before You Drop a Course" guidelines **Date**